

HELPING YOUNG PEOPLE THRIVE IN THE WORKPLACE

Introduction

ACTION4YOUTH IS A PURPOSE-DRIVEN, BESPOKE PROGRAM DEVELOPED BY ACTION4AGRICULTURE TO SUPPORT YOUNG PEOPLE FROM ALL BACKGROUNDS AND EXPERIENCES TO THRIVE IN A CAREER IN AGRICULTURE.

Few areas are more critical to the security and well-being of young people than meaningful and purposeful work. It impacts every aspect of their lives: independence; mental health and well-being; and social interaction. Action4Youth aims to offer young people an enriching experience of work that sets them on the path to independence and future security.

Program outcomes include:

- Increased employer engagement in work-based learning pathways.
- Improved learning and skills development experienced by young people.
- Increased entry-level jobs offered to young people.
- Improved understanding of, and access to, meaningful work.

How can this eBook help you?

This eBook will share with you 5 key steps to helping you thrive in the workplace. The 5 steps are based on the best research from around Australia and internationally, collated by our industry experts at Campus Consultancy.

By learning, applying and following through on what you learn here, you are setting yourself up for a confident start, a thrilling journey and triumphant success throughout your career.

The journey ahead...



Setting Yourself Up For Success

Did you know that 50% of new job starters feel nervous or anxious during their first week at a new job?

Tip to THRIVE...	Key Question	Start here!
Prepare to start	How do I prepare in advance so I am ready on day 1?	<ul style="list-style-type: none">• Call or email your workplace• Ask your manager what to bring
Be clear on your role in the organization	What does this organization value and how do I contribute?	<ul style="list-style-type: none">• Research the organization on the website and social media
Practice self-care	How do I take care of myself today?	<ul style="list-style-type: none">• What can I do before my shift to relax?• What can I do after to unwind?

Setting Yourself Up For Success

#1 Prepare to start



After you have been successful in securing employment, it's time to get ready for your first day. Ask your point of contact about the dress code, what to bring, how long your first shift will be, and if there is anything you need to do (such as filling in employment/tax forms) before you start. This can help you feel confident on your first day.

Key Questions

Where is my place of work? How do I get there before my start time?
Who is my key contact person? How do I contact them (phone/email/other)?

Setting Yourself Up For Success

#2 Review the job description



Review your job description, company website, and any other materials your new employer may have sent you. This can help you get a better understanding of your role, the company culture, and what is expected of you. Remember, the role advertised is just the start of what you will do and there is plenty of room to add your own ideas and personality.

Key Questions

Can I find out more about the company on social media, the website or through people I know? What part(s) of this role am I excited about?
What part(s) am I nervous about?

Setting Yourself Up For Success

#3 Practice self-care



Starting a new job can be stressful, so it's important to take care of yourself. This could include getting enough sleep, eating healthy meals, and exercising regularly. These practices can help reduce stress and anxiety and help you feel more prepared for your new role.

Key Questions

What can you do before your work day to set up a great day ahead?
What can you do after a workday to relax, unwind and recharge?

SUMMARY OF STEP 1:

Setting Yourself Up For Success

Tip to THRIVE...	Key Question	Start here!
Prepare to start	How do I prepare in advance so I am ready on day 1?	<ul style="list-style-type: none">• Call or email your workplace• Ask your manager what to bring
Be clear on your role in the organization	What does this organization value and how do I contribute?	<ul style="list-style-type: none">• Research the organization on the website and social media
Practice self-care	How do I take care of myself today?	<ul style="list-style-type: none">• What can I do before my shift to relax?• What can I do after to unwind?



Complete! Ready for Step 2?

References

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(<https://www.medibank.com.au/content/dam/medibank/healthcentric/workbetter/documents/health-report-2017.pdf>)
- ABS National Study of Mental Health and Wellbeing
(<https://www.abs.gov.au/statistics/health/mental-health/national-study-mental-health-and-wellbeing/latest-release>)
- Foundation for Young Australians
(<https://www.fya.org.au/report/the-new-work-order/>)
- Foundation for Young Australians
(https://www.fya.org.au/app/uploads/2021/09/TheNewWorkReality_2018.pdf)
- The Parent's Website (A Victorian Schools Initiative)
(<https://theparentswebsite.com.au/tips-for-teenagers-on-finding-that-first-job/>)
- Headspace Top Jobs Sites in Australia
(<https://headspace.org.au/explore-topics/for-young-people/job-sites-in-australia/>)
- Youth Central (<https://www.youthcentral.vic.gov.au/jobs-and-careers/starting-or-finishing-a-job/tips-for-the-first-day-in-your-new-job>)

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Thank you for all that you do.

Would you like to know more?

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